

Office of Child Welfare Programs

Lois Day, Director of Child Welfare Programs

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Number: CW-IM-14-011

Issue date: 6/13/14

Topic: Contact Information

Subject: Federal Compliance Child Support Unit Workload Assignments

Applies to (check all that apply):

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| <input type="checkbox"/> All DHS employees
<input type="checkbox"/> Area Agencies on Aging
<input type="checkbox"/> Aging and People with Disabilities
<input type="checkbox"/> Children, Adults and Families
<input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> County Mental Health Directors
<input type="checkbox"/> Health Services
<input type="checkbox"/> Office of Developmental Disabilities Services (ODDS)
<input checked="" type="checkbox"/> Other (<i>please specify</i>): CW Staff |
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Message:

As the Child Support Unit moves forward with the design and implementation of a new child support referral process a mechanism to split the workload was developed. The alpha split is intended for emails and phone calls for technical assistance from workers, paralegals, supervisors and emails received from Division of Child Support. Staff contact information and assignments are as follows:

Dianne Olson, Child Support Liaison, 503-945-6865:

- Workload based on CASE Last Name: A – M
- Submits paternity test requests to LabCorp (Form 5600)

Ramona Kline, Child Support Liaison, 503-945-5661:

- Workload based on CASE Last Name: N – Z
- Handles reimbursements for all paternity tests.

Tamara Hammack-Ryan, Program Coordinator, 503-507-7577:

- Designs and implements new policy and procedure
- Coordinates interagency activities.

If you have any questions about this information, contact:

Contact(s):	Tamara Hammack-Ryan		
Phone:	503-507-7577	Fax:	541-997-9137
Email:	Tamara.Hammack-Ryan@state.or.us		